

Permit Application Checklist – Commercial Tenant Fit Outs

The following items are required when the application for permit is submitted:

1. One (1) **fully completed** application form
2. Three (3) sets of construction plans
3. Application/Plan Review fee
4. Copy of Maryland Contractors License*
5. **If** your project has anything to do with the sale of food, beverages, etc., or if it contains plans to build a swimming pool, you must submit plans to the Montgomery County Department of Health. Call the Health Dept. at 240-777-3986 to obtain information regarding plan submittal.

Notes, Comments, Specifics:

1. The application form must be completely and properly filled out. Failure to do so will cause delays in the plan review process and the issuance of your permit.
2. The 3 sets of plans submitted must be the actual construction documents by which the project will be constructed, and must be signed and sealed (State of Maryland seal, only) on every page by the appropriate architect or engineer.

Also, the cover sheet shall have a code analysis which includes *at least* the following information: 1) total size of space in square feet, 2) size of work area, if a different amount from the total space size, 3) use group, 4) construction type, 5) whether building is sprinklered or not, 6) whether the space is currently occupied or not, and if so, whether occupancy will continue during construction, and 6) a key plan indicating the location of the space in relation to the rest of the building.

3. *Although a copy of the contractors Maryland License is not required at time of permit application, it must be submitted before the permit can be issued.
4. The application/plan review fee will be determined as follows:
 - 1) \$80.00 for projects with a work area of 750 square feet or less.
 - 2) \$100.00 for projects with a work area between 751 – 2,000 square feet.
 - 3) \$250.00 for projects with a work area over 2,000 square feet and with an estimated construction cost under \$500,000.
 - 4) \$1000.00 for projects with an estimated construction cost over \$500,000.

Note: Application/Plan Review fees are due upon submission of application for permit and are non-refundable.

Note: For further information on the plan and permit review process, see the document entitled “Plan Review Process – Commercial Tenant Fit Outs”.